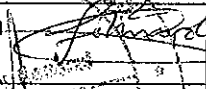
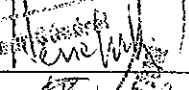




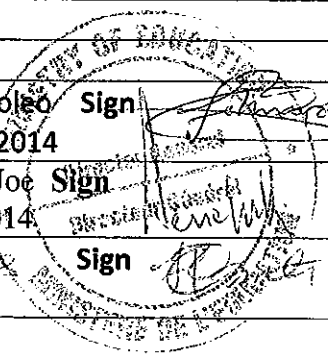
Public Service Commission Job Description Form

Ministry to prepare and request Approval by the Public Service Commission. Please contact the Performance Improvement Unit Staff of the office of the Public Service Commission if you need helping completing this form.

1	Job title	Industrial Relation Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3021	
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director General..... So 5.0	
4	Ministry	Education	
5	Department	Education	
6	Location Where the position is located	Port Vila	
7	Purpose "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	To minimize teaching service disputes by acting as a communication link between TSC and Teachers on working conditions, contracts of employment, work place agreements, absence management, dispute resolution and termination of employment.	
8	Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.	9	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
8.1	Employment conditions and issues promoted and managed	9.1	6 monthly report
8.2	Dispute and grievance resolution	9.2	1) 90 % of working conditions, contracts of employment, work place agreements, absence management, dispute resolution and termination of employment are improved. 2) Number of disputes and grievances resolved within the TSC during the last 6 months
10	Duties and responsibilities Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve. For lower level jobs it will be more specific e.g. deliver, record, type, maintain.		
10.1	Review, develop and administer TSC Staff rule policies and TSC Act on different employee classifications, wage structures and related matters		
10.2	Analyze and match the rates of pay and conditions of employment for teachers in line with TSC Act and teachers' staff rule and teacher's qualification and experience		
10.3	Provide advice on the operation of Teaching Service Commission working conditions, contracts of employment, work place agreements, performance management, equal opportunity, maternity or paternity leave, absence management and grievance procedures.		
10.4	Manage teacher's promotion, agreement and employee relations practices that affect both TSC and teachers.		
10.5	Establish and maintain good relationships between TSC and teachers		
10.6	Examine and resolve industrial disputes and grievances in the workplace by acting as the TSC management representative in discussions and negotiation		
10.7	Analyze and interpret relevant existing legislations and advise to control management practices		

	in the workplace	
10.8	Advise teachers on the proper procedures for carrying out negotiations and on the special regulations relating to employment and salary agreements	
10.9	Ensure effective induction, examination and appointment of new teacher with the rights skills and attributes.	
10.10	Compliance relevant legislation, industrial agreements and policy.	
10.11	Provide strong and effective formal persuasive communication link to mediate and resolve conflict	
10.12	Represent employees or employers before industrial tribunals on matters such as enterprise bargaining agreements, disputes and termination of employment	
10.13	Perform other responsibility as directed by the Secretary General or Director General	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	Secretary General	None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	Secretary General, Chairman, Teachers and Principals,	Directors and Director General, PEOs, Quality Control & Assurance Officer, Corporate Service, Education Service, Policy and planning and HR
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	State Law Office, Labour Office	Other Directors and Departments
17	Impact of Decisions (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthly) to greatly reduce the risk of serious things happening. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit funds the amount should also be stated.	Teachers and their grievances and dispute and their employment agreement and contract will be well managed
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Unusual working hours, travel is required A commitment to work within and promote the values of TSC to reflected Goals and objectives
19	Reason for Seeking Approval (e.g.: Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	Establishment of a new critical post
20	CRITERIAS TO BE SELECTED FOR THIS POST	
	(Allow for some on -the-job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the Job.)	
20.1	Qualification the required qualification for the job e.g certificate, diploma, degree...	Degree
20.2	Special Business Education refers to the field of study that would be preferable	Relevant tertiary qualification in Human Resources or Industrial Relations
20.3	Experience e.g. number of years or level of experience in filing/keyboard work or driving; or, e.g. low or high level achievements in leadership, communicating, advising, managing resources, writing reports, advising clients, doing similar type of work etc	A minimum of 5 years senior management experience, preferably in a position requiring high level interpretative skills. Demonstrated significant experience in industrial relations.

		Good working knowledge of current employment and workplace legislation and policy. Sound knowledge of both the PSC Staff Manual and TSC Staff Rule and TSC Acts and Industrial Relations system.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Conflict-resolution and negotiation skills Research skills, Liaison skills Interpretation skills, and Computer literate.
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	This is an ideal career for analytical thinkers.
20.6	Communication/ Interpersonal Skills list the skills required of this position	Good communication,
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Highly respected, commitment, reliable and punctual.
20.8	Language "English , French and Bislama" Is usual.	English or French and Bislama
20.9		
21		
21.1	Prepared in the Ministry by ...	Name John J. Garleo Sign  Date 02/ 06 /2014
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Sign  Date 02/ 06 /2014
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Rante Sign  Date 27/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION Decision: <u>Approved</u> or Deferred or Amended Date of Decision: <small>(Circle the appropriate Decision)</small>  Name SECRETARY Date 27/06/2014 OPSC	



OPSC